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# Getting Organized The Easy Way To Put Your Life In

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Get Organized, Stay Organized

Organizing for the Rest of Us

Splitopia

Get Organized, Keep Everything

Getting Organized

Get Organized Without Losing It

Get Organized!

Simple Steps to Organizing Everything

Getting Organized

Cluttered Mess to Organized Success Workbook

The Easy Organizer

How to Master Your Muck

Getting Organized

Organization - The 7 Day Blueprint to Becoming Organized Fast And Easily

Get organized the simple way gain control of your time and y

Simple Organizing  
Organizing Your Home with SORT and SUCCEED  
Getting Organized  
Declutter On The Cheap  
Simplify Your Life  
Home Sweet Organized Home  
How To Organize Your Life  
Organize Your Life  
Get Your Life Together  
52 Simple Ways to Get Organized  
The Mommy's Guide to an Organized Home  
How to Get Organized When You Don't Have the Time  
Stephanie Winston's Best Organizing Tips  
Getting Organized  
The Get Yourself Organized Project  
How to Be Organized  
Declutter Your Home  
Declutter Your Way to Success  
Getting Things Done  
Organizing Plain & Simple

How to Organize and Declutter Everything-- Your Home, Mind & Life  
The Organised Writer  
How to Organize Yourself  
The Get Organized Answer Book  
Journal Keeping

*Getting Organized The  
Easy Way To Put Your  
Life In*

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## **LEWIS SANTOS**

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Get Organized, Stay Organized Writer's  
Digest Books

Being organized really isn't something you do, it's a state of being in which you honor your need for order, flow and comfort at a level that works for you. There are many standards for organizing out there; many people talking about how to be organized and how you should do it and what your home should look

like, etc. I don't believe in that. In fact, in my experience these standards and formulas rarely work and if they do initially they are so hard to maintain you're often left more frustrated than when you began. What this book offers is a new way of being organized so that your home reflects that and offers you space, peace, wholeness and comfort. My process of organization is very simple and takes less time than you might think. It will change your entire perspective of what it actually means to be organized. For me it's a lifestyle

choice, not a task you must do or your life will fall apart, (it won't by the way!) In this book you will discover: \*How to get organized easily and stay that way \*How to incorporate "modern" Feng Shui into your home for flow and design that's actually fun \*How to create comfort in your home for yourself and your family \*How to organize with children at any age \*How to let go of perfectionism and create a home you enjoy and love being in

Organizing for the Rest of Us Thomas Nelson

While there are some people who can be downright obsessive-compulsive about organizing their homes, they should not resent people who are not like them. Showing people the benefits of organization to life and health can be a

good way to encourage them to be sensible or systematic in their life. However, to tell them what to do or look down on them is a definite no-no. Being organized is not a skill set that comes with your genes. You can learn organization, it is a trait that can be taught, caught and nurtured. As you set your mind towards the goal of being an organized person, and you constantly practice organization, you can develop the skill. The best time is now, the best day is today and the best person to do it is you. No one can organize your life for you. And no one will benefit from it more than you. Get up and take the first steps on your organization journey so you can reap the advantages it brings.

Splitopia Penguin

The book Lifehack calls "The Bible of

business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's *Getting Things Done* has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of

*Getting Things Done* will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

*Get Organized, Keep Everything*  
Hachette Digital, Inc.

Are you someone who has their clothes lying around here and there and your work never being completed on time? Do you find yourself rushing to finish work before its deadline, because you do not seem to have the right organizational skills? If you answered yes to any of these questions, it may be time for you to learn how you can effectively become more organized. "How to Be Organized" breaks down the art of time management in an easy to follow format. Together we will go through a concise

process that is not only easy to use but also very motivating and perfectly suitable for beginners. In this guide, we are going to concentrate on 7 easy steps that will help you in decluttering and organizing your life. Discover how to increase your power to focus and not give in to any distractions in your surroundings. With these steps you will also learn how you can get rid of the distractions in life. Take control of the workload you have and engage in a digital organization schedule so that you do not remain busy all the time. Uncover special aspects of financial organization so that your future is secured and you will not depend on anyone. **YOU WILL LEARN:** -How to maximize your potential by building to-do lists. -The art of decluttering. -How to organize your

workstation. -How to delegate your work effectively. -Personal financial management. -How to plan your day. - Home organization skills. -To eliminate self-doubt. -To engage in digital minimalism. -Adjusting your mindset to become more organized. The strategies in this guide will prevent you from being overworked and yet teach you how to get your life together. Being organized may be intimidating, but it is certainly not impossible. Proceed with this planned approach and your life will become entirely organized in a matter of weeks!

*Getting Organized* CreateSpace

The Organised Writer is a practical, no-nonsense system that allows you as an author to write without worrying about administration, business affairs, or

scheduling, because you know those non-writing tasks will be dealt with at the right time. This straight-talking guide will help you become more productive, cope with multiple projects, and make time within your life to write - while also dealing with non-writing tasks more efficiently. It includes advice on how to:

- Manage your schedule
- Prioritise your writing time
- Take notes effectively
- Work with a 'clean mind'
- Get more written every day
- Deal effectively with non-writing tasks
- Set up a foolproof filing system
- Organise your working space

Read the book, then spend a weekend setting up the system described, and you'll make the time back with interest. You'll get more written every day and complete more of your non-writing tasks without being

overwhelmed by all the things you have to do, forgot to do, or don't want to do.

[Get Organized Without Losing It](#)  
InterVarsity Press  
Combines time-management principles with ideas for easy organizing.

[Get Organized!](#) JNR via PublishDrive  
Get organized, declutter, and find more calm in your days with this accessible, step-by-step guide to lasting order in your home sweet home. Do you feel overwhelmed, stressed, or anxious about the clutter in your home? Have you spent countless hours organizing your home only to find it all destroyed in a matter of seconds? Does it seem like you will never get organized enough? Keeping order in your home can feel like a daunting and never-ending task, especially when you have little ones, but

with Home Sweet Organized Home, you will be able to declutter your home easily and maintain lasting order in your sacred space. Jessica Litman, the mama, organizing expert, and creator behind The Organized Mama will help you optimize and maintain order in your home, so you can find more calm in your everyday life. Her practical organizing and decorating advice will make it simpler for you to keep your space exactly how you like it. Each chapter offers a step-by-step guide to organize a single room in your home—from your bedroom closet to your junk drawer to your kids' rooms and toys—you will learn how to keep it all tidy. Have a stress-free and clutter-free home. In Home Sweet Organized Home, you will: Learn how to easily keep lasting order in your home.

Tackle toy clutter and kid spaces. Use realistic tips to create a home that is welcoming. Beautify your space so it always feels fresh and calm. Find ways to keep yourself motivated and tricks to help you feel more at ease. Transform your space and your life with this guide to a cozy and peaceful home. Now more than ever, the idea of “home” is incredibly important. Home is not only where the heart is, but it has also transformed into a school, workplace, and self-care sanctuary. The Inspiring Home series explores how to expertly feather your nest and create spaces for you and your family that are both purposeful and cozy. Learn how to get every family member organized even when everyone is on different schedules, find the balance between great design

and helpful function in every room of the house, and update and upgrade your spaces to the latest trends without breaking the bank. With amazing style suggestions and spot-on tips from experts in the home design and organization fields, the Inspiring Home series will have you living the luxe life faster than you can say “accent wall.” Also in this series: Blissful Nest and Simply Spaced.

*Simple Steps to Organizing Everything*  
Sourcebooks, Inc.

Is your world stuffed with clutter? Discover a simple method to get organized and take back your life! Overwhelmed by the constant pile of stuff that's turned your every day into total chaos? Do you dream of getting organized but you have no idea where to

start? Author and decluttering coach Christine D. Shuck has over a decade of experience working with clients to accomplish their organizational goals. Now she'll teach you her step-by-step method to go from mess to success. Get Organized, Stay Organized is your essential guide to re-ordering your life. Inside, you'll learn how to break your tasks down to manageable chunks to clean up the chaos and keep it tidy for good. By going room-by-room, Shuck's perfectly organized guidebook provides the process you need to get the properly-placed life you deserve.

*Getting Organized* Wiley

In today's world, we're often overwhelmed by our digital devices, stacks of paper, and constant interruptions. Get Organized! outlines a

complete organizational system for the busy school leader. Providing you with simple tools and techniques to bring order and control to your personal and professional life, this book will increase your productivity and decrease your stress. With *Get Organized!* you can spend your time on what matters most—your school and your students. Special Features: Includes easy to implement ideas, at little or no cost—you can start right away! Each chapter contains practical tips and tools, listing exactly what to do in order to implement the strategy. This entirely updated edition provides digital strategies and tips for thriving in the Information Age. *Cluttered Mess to Organized Success Workbook* Lemongrass Publishing

So you want to keep your kitchen

counter clean but you aren't ready to toss the toaster? You want to be able to find your kids' socks but aren't looking to spend your 401(k) on clear bins? You long for a little more peace but minimalism isn't sparking joy? Discover 100 practical, do-able tips to organize, declutter and manage your home. Traditional organizing advice never worked for decluttering expert and self-proclaimed recovering slob Dana K. White. Is it possible, she wondered, to get organized without color coding my sock drawer? As Dana let go of the need for perfection, she discovered the joy of having an organized house in the midst of everyday life. You can too! In *Organizing for the Rest of Us*, Dana teaches you how to make great strides without losing your mind in organizing

every room of your home. You'll find her 100 easy-to-read organizing tips invaluable, including: Why you need to get a grip on laundry and dishes before getting organized The basics of organization for people who don't like to organize Why changing how we think about clutter is the first step to getting rid of it How living with less stuff is better for the environment, our spiritual lives, and our relationships The simple yet life-changing tactic that is the container concept Organizing for the Rest of Us includes colorful, practical photos, a presentation page, and a ribbon marker, making it a thoughtful and useful gift or self-purchase if you are: Doing spring cleaning (or cleaning during any season) Making New Year's resolutions Downsizing your own home

or your parents' home Decluttering and organizing for your own peace of mind Fans of Dana's popular podcast, A Slob Comes Clean, will treasure this book as a timeless (and frequently revisited) resource. With her humorous, lighthearted, easy-to-follow approach, Dana provides bite-size, workable solutions to break through every organizational struggle you have--for good! Look for additional, practical organizational resources from Dana: Decluttering at the Speed of Life How to Manage Your Home Without Losing Your Mind *The Easy Organizer* Independently Published From straightening-up strategies to time-saving phone tactics, this book presents solutions for conquering organizational

"hot spots" and getting one's time, stuff, and space under control in just 60 seconds. For perfectionist and procrastinator alike, this book will prove indispensable.

### **How to Master Your Muck**

Independently Published

Is it really possible to simplify your life? The answer is a resounding "yes," if you know the necessary steps to unclutter your life and lifestyle. Get the inside scoop from professional organizer Marcia Ramsland and begin to solve your life management issues like a pro. With fast-paced, step-by-step instructions, Marcia walks you through refreshing new ways to manage your daily schedule, your life at home and at work, and special seasons of your life such as parenting, the holidays, and transitions. Simplify

Your Life reveals do-able tips and practical systems using Marcia's trademark "PuSH" Sequence—an acronym for Project, you (the key component), System, Habit—which not only gets you organized but help you stay that way. Tips include how to: Create the illusion of a clean home in just minutes each day Predict a pending time crunch . . . and sail through it Dissolve any paper pile by answering three key questions Power through projects you never get around to Learn how to put things back together when everything falls apart Offering practical solutions designed to change your life immediately, this simplified style of living gives you and your loved ones more time to do the things you really enjoy?starting today.

### *Getting Organized* Rodale

Declutter Your Home, Declutter Your Life  
Organize your life: Do you dream of getting organized, but have no idea where to start? *Cluttered Mess to Organized Success: A Real Life Approach to Decluttering and Tidying-up your Home and Life* offers you everything you need to organize your home, family and your time. This book not only provides helpful tips and advice, but it is jam packed with over 100 worksheets, forms, labels, schedules and everything else you need to organize your life. *Declutter your way to happiness: Cassandra Aarsen* is a Professional Organizer and creator of the successful blog and YouTube channel, ClutterBug. After struggling for years with chaos and clutter, Cassandra transformed her

home and her life through organization. She now shares her favorite organizing tips, tricks and secrets in order to help others declutter their way to happiness. Cassandra's debut book, *Real Life Organizing* has been inspiring families from all over the world to get control of their clutter and fall in love with their home all over again.

[Organization - The 7 Day Blueprint to Becoming Organized Fast And Easily](#) AP Publishing

*You're Just Minutes Away from Conquering the Chaos and the Clutter-Forever! Simple Steps to Organizing Everything* is a lifesaver and a treasure chest of clutter-control advice. Best-selling author Donna Smallin brings sanity back to your household with room-by-room, tried-and-true

organization techniques to ease the burden of managing your money, house, time, family, and some of life's big challenges, such as moving, balancing home and work, and the changing seasons. If you struggle to put your possessions away, if you constantly run out of time for the things you like to do, and if you are overwhelmed with paperwork and clutter, today's the day to start changing your life. Getting started is often the most difficult part of getting organized-this simple room-by-room approach helps you unclutter and organize your life. And, most importantly, it teaches you how to stay organized. Instead of promising miracles, it guarantees success little by little as you learn to incorporate organizing strategies into your daily life. Bonus

Section: The One-Minute Organizer: Got a minute? That's all it takes to bring a little organization to a busy household. The innovative ideas in "The One-Minute Organizer" offer quick solutions to your daily battle with paperwork, lack of space, and time management. You'll discover that each tip delivers instant gratification and makes your world a more orderly place so you can enjoy the things that really matter to you! - Publisher.

**Get organized the simple way gain control of your time and y** FASTLANE LLC

Luann Budd offers to help you get started journaling, and she introduces you to the power of writing as a spiritual discipline through helpful tips and examples from her own journals.

**Simple Organizing** Simon and Schuster Packed with research, insights, and illuminating (and often funny) examples from Paris's own divorce experience, this book is a "practical and reassuring guide to parting well." —Gretchen Rubin, author of *The Happiness Project* Engaging and revolutionary, filled with wit, searing honesty, and intimate interviews, *Splitopia* is a call for a saner, more civil kind of divorce. As Paris reveals, divorce has improved dramatically in recent decades due to changes in laws and family structures, advances in psychology and child development, and a new understanding of the importance of the father. Positive psychology expert and author of *Happier*, Tal Ben-Shahar, writes that Paris's "personal insights, stories, and

research" create "a smart and interesting guide that can be extremely helpful for those going through divorce." Reading this book can be the difference between an expensive, ugly battle and a decent divorce, between children sucked under by conflict or happy, healthy kids. This is "a compelling case that it's high time for a new definition of Happily Ever After—for everyone" (Brigid Schulte, author of *Overwhelmed: Work, Love, and Play When No One Has the Time*). *Organizing Your Home with SORT and SUCCEED* Penguin Organizing and decluttering each serves a purpose in helping simplify your life. The key is the order you do them in. Organizing without decluttering first will simply move the clutter around. Wasting your time, space, and even money on

organizing solutions you don't actually need! This is a wonderful book packed with advice and tips for stay-at-home mothers and fathers. You will learn all sorts of tools to simplify and unclutter your home and life, schedule the family life, cleaning made easy, homemade cleaners, homeschooling, making a household budget to sustain the family, cutting the grocery bill and keeping the organics, avoiding housewives (or husband) burn out, and so much more! This book is great for one-income families or families on fixed incomes. *Getting Organized* Dawson Publishing

Getting Organized is a collection of simple ideas that address at least six major issues that could be generating chaos and disorder in your life. These ideas are presented in a simple format,

with specific suggestions on how to put each idea to work, so busy people can find the time to read and try them. Simply stated, Getting Organized will help you improve your ability to focus, organize and prioritize. Getting Organized includes tips, ideas and recommendations that are being successfully taught by corporate trainers and professional organizers in GO System training sessions all over the country. Even if you've tried unsuccessfully to get organized before, consider reading Getting Organized. You'll find effective solutions to your organizing challenges and will enjoy the benefits for years to come.

Declutter On The Cheap Storey Publishing, LLC  
NEW FROM THE BESTSELLING AUTHORS

OF ORGANIZE YOURSELF! "Time is such a gift and with Organize Your Life I have found more of it! This book is never far from my kitchen table." —Trish McEvoy, founder of Trish McEvoy cosmetics and author of The Power of Makeup "Ronni Eisenberg and Kate Kelly have done it again! Those who seek to organize their chaotic lives stand to profit greatly." —Stephanie Winston, author of Getting Organized "How can I find time to do everything I need to do?" "How can I make more time just for me?" If you ever ask yourself these questions, this is the book for you. Let time management and organizational expert Ronni Eisenberg show you how to make time for what's important to you! You'll discover eight simple steps to regain control of your life, learn how to plan and prioritize to

save time, and get things done. Whether you're overwhelmed by things to do (errands, phone calls, picking up, or putting away) or things you have (clothing you never wear, piles of paperwork, overflowing closets, and stuffed storage boxes), this book is filled with easy tools and tips to get organized in every area of your life. Make time around the house: Learn to control clutter and organize your storage, housework, kitchen, laundry, bills and papers, magazines, and holiday gifts and entertaining. Make time at work: Take charge of paperwork and filing, computers, e-mail, and your cell phone and create a workspace that really works. Make time for family: Set up simple systems for kids' rooms and toys, plan painless family vacations, and

schedule in family fun. Make time for yourself: The speedy "Get It Done!" system of sanity savers and quick-start suggestions will help you do just about everything faster and find more time every day for exercise, hobbies, and relaxing "mini-vacations" just for you.

**Simplify Your Life** Harvest House Publishers

"ORGANIZED AND A CLUTTER-FREE LIFE WITHIN A WEEK --- OR YOUR MONEY BACK" Do you find yourself jumping over a pile of clothes in your home? Do you look back and wonder where the hours in your day disappeared to? Worry not, nobody is born organized and organization is not inherited either. It is a skill that is learned and though daunting at first, once you know what to do, the process becomes much more

straightforward. This book offers you the help you need to get organized in a simple manner with step by step guides that even the absolute beginner can understand. Before you dive into your closet and start tidying up, the thing you need to do first is understanding the organizing principles. All of us are different, and no two people can organize a space the same way. These principles will guide you as you organize without taking away your creativity and uniqueness and can be applied to any area that needs to be organized. The next thing you need is to get the right mindset. Organizing is not just about putting things away, it is a combination of actions where things are placed where they belong. It is as simple as that yet most people struggle with it. The issue

then is not the inability to get organized but a mental problem. Acquiring the right mindset gives 90 percent success. This mindset, however, is dependent on having the right organizing technique. This book focuses on transforming your mindset to give you success in getting organized. Here's a preview of what you'll learn: PRINCIPLES OF ORGANIZING MANAGING YOUR TIME BASIC GUIDELINES Accept what you can't change Be effective and efficient as well ORGANIZING YOUR MONTH ORGANIZING THE WEEK ORGANIZING YOUR DAY UNDERSTANDING TIME WASTING THE TIME WASTERS TOP TEN APPS TO KEEP

YOU ORGANIZED ORGANIZING YOUR HOME THE KITCHEN ARRANGING THE DIFFERENT AREAS Cabinets The counter Refrigerator Pantry THINGS TO NOTE LIVING ROOM Creating order in the living room The hallway Dining room ORGANIZING THE BEDROOM THE MASTER BEDROOM Organizing the room Get rid of unnecessary items Night stand Bed Dressing table THE CLOSET KIDS' BEDROOM THE BATHROOM Getting started The sink Shower and bath GET ORGANIZED ON THE MOVE ORGANIZING SMALL SPACES TO MAXIMIZE ROOM Declutter and start getting organized today! Download your copy now